



PARKS / URBAN LANDSCAPE MANAGER

Are you interested in being part of a dynamic City where you can truly make an impact? Can you use your exceptional leadership skills to guide a group of dedicated professionals? Then, the Community Services Department may be the place for you!



**The first review of applications:
November 10, 2014**

Interested candidates are encouraged to apply immediately

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

THE POSITION

The Parks / Urban Landscape Manager will manage park staff and contractors in the care and upkeep of parks, municipal landscape and hardscape, trails and open space. This includes assisting the Park Superintendent with administrative duties, short and long term planning, organizing and supervising park maintenance operations and functions.

EXAMPLES OF DUTIES

- Plan, schedule, organize, manage and assign work within sections of the Park Maintenance Division.
- Supervise employees performing park maintenance activities.
- Assign, train, direct, evaluate and assist in selecting subordinate staff.
- Monitor and prepare employee performance evaluations and plan staff development.
- Determine the needs and direct the development of staff training in work techniques, safety and other work-related matters.
- With assistance from the Park Superintendent, review, mediate and resolve personnel problems, and administer discipline.
- Meet regularly with Park Superintendent to discuss program issues and receive input and/or direction on pertinent issues. When required, develop related recommendations to resolve problems.
- Develop and maintain work productivity measures and direct operational changes.
- Review field activities, confer with staff and direct the corrections of any noted deficiencies or deviations from accepted practices.
- Design and implement systems to encourage productive behavior and recognize exceptional performance.
- Interpret and communicate appropriate application of policy and operational procedures.
- Provide input for operating and capital improvement plan budget development.
- Prepare estimate of maintenance impacts due to park or landscape improvements.
- Monitor expenditures to ensure conformance with the Division’s budget.
- Prepare bid materials, contracts and specifications for the maintenance of City owned landscaped areas.
- Assists with consultants’ selection, contract administration and inspection of the work of contractors.
- Determine the type of work to be done , and the personnel and equipment required to complete the work.
- Confer with staff to review and monitor operations and program implementation.
- Coordinate activities of the Parks and Urban Landscape functions with those of other City units and outside agencies.
- Maintain records; prepare a variety of complex reports and memoranda on every aspect of the section including maintenance reports on proposed landscape development projects and chemical reports for the County Agricultural Commissioner.
- Investigate and resolve citizen complaints related to operations of the section.
- Make oral and written presentations to citizens’ groups, commissioners and City Council.

CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: An Associate's degree or higher in horticulture, recreation, business administration or a related field, **and** 3 years progressively responsible experience in park operations, park maintenance and/or park construction. At least 2 years of experience must be at the supervisory level. A Master's degree in one of the fields listed above may be substituted for 1 year of experience.

A valid Class C California Driver's License is required at time of appointment.

Incumbents must obtain a California Qualified Applicator Certificate (Pest Control) within 6 months of date of hire.

The following are highly desirable:

- Certification as a Playground Safety Inspector.
- Certification as an International Society of Arboriculture Arborist.

The ideal candidate will:

- Demonstrate exceptional leadership skills.
- Possess knowledge of: the use of tools, equipment, supplies and methods used in the maintenance of parks, landscaped areas and related facilities; principles of supervision and work management; public agency budgeting and using budget information.
- Have the ability to: maintain effective working relations with park users, the public, City divisions and departments and outside agencies; prepare and present complex information to Boards, Commissions and City Council.





Tentative Recruitment Schedule

First Review of Applications: November 10, 2014

Oral Board Interviews: November 20, 2014

Hire: December 2014

COMPENSATION & BENEFITS

The annual salary is \$81,974 - \$110,665 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,750 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of Management Employees (FAME) represented position with a probationary period of twelve (12) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

Phone: (510) 494-4660



PARKS / URBAN LANDSCAPE MANAGER - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Parks / Urban Landscape Manager position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Parks / Urban Landscape Manager position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have working in park operations, park maintenance and/or park construction?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 4 years
 - ☐ 4 years to less than 5 years
 - ☐ 5 years or more
2. How many years of supervisory work experience do you have?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years or more
3. What is your highest level of education?
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ AA degree
 - ☐ Bachelor's degree
 - ☐ Master's degree or higher
4. If you possess an Associate's degree or higher, in which subject did you attain your degree?

5. Do you possess a valid California Qualified Applicator Certificate (Pest Control)?
 - ☐ Yes
 - ☐ No

6. Do you possess a valid Playground Safety Inspector certification?

☐ Yes

☐ No

7. Do you possess a valid International Society of Arboriculture Arborist certification?

☐ Yes

☐ No